



DEPARTMENT OF THE AIR FORCE
436th Mission Support Squadron (AMC)
Dover Air Force Base, Delaware 19902-5520

2 July 2002

MEMORANDUM FOR ALL SUPERVISORS OF CIVILIAN EMPLOYEES

FROM: 436 MSS/DPCE

SUBJECT: Supervisor's Notebook Letter # 42; Time Off Incentive Awards (TOIAs)

1. This letter supersedes Supervisor's Notebook Letters 9 and 22 dated 11 Dec 92 and 30 Jun 93 pertaining to Time Off Incentive Awards (TOIAs).
2. The TOIA grants time off from duty without loss of pay or charge to leave and is awarded for superior accomplishments that contribute to the quality, efficiency, or economy of government operations. The TOIA provides an alternate means of recognizing the superior accomplishments of employees in lieu of monetary awards. The decision to grant a TOIA is based upon the same criteria or circumstances as for other incentive awards i.e., Special Act or Service Award. Supervisors are encouraged to recognize the accomplishments of their civilian employees. Timely recognition is critical for morale and productivity; reference AFI 36-1004, *Managing the Civilian Recognition Program*.
3. Time off award approval levels and processes:
 - a. AFI 36-1004 allows supervisors to approve time-off awards of no more than one duty day. However, to ensure checks and balances and quality control, as well as mission accomplishment, squadron commanders and division chiefs should concur with the TOIA, or appoint someone high enough in the chain in order to stay abreast of time off approvals/activity. All TOIAs are processed via electronic RPAs, which document the awards in the Modern Defense Civilian Personnel Data System (DCPDS). Justification for a TOIA and the certification statement required in AFI 36-1004, paragraph 3.4.1, must be included in the remarks section of the RPA. These award RPAs must be forwarded to 436 MSS/DPCE, through normal routing procedures. The CPF provides program support and technical assistance to ensure TOIAs meet the AFI criteria before transmitting the award RPAs to the Air Force Personnel Center (AFPC) for final processing.
 - b. TOIAs in excess of one duty day require Installation Commander (436 AW/CC) approval. An electronic RPA documents the TOIAs in the Modern DCPDS. Justification for the TOIA and all certification information required in AFI 36-1004, paragraph 3.4., should be included in the remarks section of the RPA. The RPA is forwarded to 436 MSS/DPCE, through normal routing procedures. Operating Officials also send a Staff Summary Sheet, AF Form 1768, to 436 MSS/DPCE with coordination through appropriate chain of command (436 MSS, 436 SPTG) to the 436 AW/CC for approval. Following Installation Commander approval, the CPF transmits the RPAs to the AFPC for final processing.

4. Time off award limitations and restrictions:

a. Full-time employees may be awarded a total time off of 80 hours during any leave year (current leave year is 13 Jan 02 – 11 Jan 03). The maximum amount of time off that can be approved for any single contribution is 40 hours.

b. Time off is adjusted accordingly for part-time employees, or for employees with unusual tours of duty. Please contact the 436 MSS/DPCE, x4665, to discuss TOIA amounts for employees in these categories.

c. Time off must be scheduled within 90 calendar days after the effective date of the award. Employees forfeit any time off not used within one year from the effective date.

d. Time off should be scheduled so as not to adversely affect an employee with "use or lose" leave. Awarded time off cannot be used to justify restoring forfeited annual leave.

e. Time off must not be granted at a time when the employee, shop, or office is working overtime.

f. Time off may never be converted to a cash payment.

g. Time off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave; e.g., they shall not be granted in conjunction with a military "down" or "training" day or the like.

h. Time off awards must not be granted for a contribution which an employee received in a previous award. For example, if you grant time-off for a specific accomplishment, you may not also present a monetary incentive award for that same accomplishment or vice-versa.

i. Air Reserve Technicians are not authorized to perform military duty when scheduled to use a TOIA; reference AFRES/CV letter, dated 23 Dec 92 (is this still valid per AFRES?).

5. Recording and scheduling of time off awards: Once a TOIA is documented in the Modern DCPDS, the supervisor may allow the employee to schedule the time off. The supervisor annotates the employee's time and attendance sheet when the time off is taken. Employees should schedule time off well enough in advance to not disrupt the unit's work; the supervisor has the final say when an employee may use their TOIA.

6. Please contact the Workforce Effectiveness Section, 436 MSS/DPCE, x4665, if you have any questions.



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